

Park Glen Neighborhood Association

Minutes of June 17, 2019 Board Meeting

Approved at
the 7/16/19
Board Meeting

Roll Call - Russell called the meeting to order at 7:03 p.m. The following Board members were present: Russell Zwerg, Stephen Whiteland, Kelly Wingo, Kristy Shallcross, Tom Kaul, and Susan Kenney.

Consideration of May 20, 2019 Board Meeting Minutes - **Kelly moved to accept the minutes as written.** Tom seconded. None opposed. Motion passed.

Announcement of Board Actions since Last Meeting (May 20, 2019) - The Board approved a \$200 disbursement from the Benevolence Fund (made up of proceeds from newsletter advertising) for gift cards given to a Park Glen homeowner whose daughter is having medical issues.

President's Report

- Phase III Sidewalk and Tree Root Mitigation Project - Work is complete. The final punch-list is underway. There are no substantial issues.
- Status of Mailbox Repair Work That Was Authorized in April - Repair is progressing.
- Report on 2019 Scholarship Program - We have 37 applications this year. The coordinator has passed the applications to the Selection Committee and hopes to hear back from them soon on its decisions. There were 46 applications in 2018; 50 in 2017; 34 in 2016; and, 51 in 2015. She submitted an expense receipts totaling \$106.28 from Office Depot for copying the applications for the Selection Committee.
- Report on Yard of the Month Program - Winners have been chosen (May). Congratulations to those winners and thank you to all those who participated. A full list of winners can be viewed on the Park Glen website.

Other Board Member Reports/Comments - None

Development Committee (Susan Kenney) - Susan has an upcoming meeting with Cary Moon and will report back on that.

Community Manager's Report - NMI reported on the following:

- Neighborhood Updates/Status Report
- Monthly Financial Report-May

Treasurer's Report - Russell reviewed the following for Everyone

- Accounts Receivable Reports and Reports on Properties Referred to Attorney for Collections and Enforcement of Deed Restriction Violations
- Insurance Policy Renewals

Events / Activities

- Report on Pool/Movie Night-June 8 - Toy Story 3 was shown. Attendance was good and because we promoted that it was an event for PGNA neighbors only, it allowed for those who live in the neighborhood to enjoy the event with their neighbors.
- Plans for July 13 Pool/Movie Night - Plans are progressing and it is being sponsored by Priya Dhiman, Realtor. The August 10, event is progressing nicely as well.
- Plans for Independence Day Parade and PGNA Involvement in the PID6 Fireworks Event at Arcadia 2-June 29 - Plans are currently being made and are coming together nicely.
- Request for a Coordinator/Promoter for National Night Out-October 1 - We are currently looking for a coordinator to promote this event. Please contact the Board if you are interested.

Business and Motions

- Proposal for guidelines for the 2019 Board election - Russell reviewed the guidelines for this year's guidelines associated with the Board election. Information will be posted on Facebook, the PGNA website and we will do a mailing regarding the election. **Russell moved to adopt the proposed guidelines for the 2019 Board election.** Tom seconded. None opposed. Motion passed.
- Proposal to contract with Election-America for voting coordination of the 2019, 2020, & 2021 Board elections - **Russell moved to contract with Election-America for voting coordination of the 2019, 2020, & 2021 board elections and allocate up to \$6,139 for their services (including postage) in 2019.** Kelly seconded. None opposed. Motion passed.
- Proposal for a mailing to all homeowners to announce the opportunity to file to run in the 2019 Board election and other topics - **Russell moved to allocate up to \$1,500 for a postcard mailing in June 2019 to all homeowners to announce the opportunity to file to run in the 2019 Board election and other topics.** Susan seconded. None opposed. Motion passed.

- Russell is planning to propose a Xeriscaping policy that the Board could implement which comports with the Texas law regarding Xeriscaping. We are going to begin to give this some thought.
- Russell suggests we need policies (rules and enforcement guidelines) regarding trees. Much discussion was had between the Board and homeowners in attendance regarding new tree policies and how to proceed.
- Any Other Business & Motions - Discussion was had with regard to the HOA signage we use (small temporary “stake” signs placed at intersections to promote our events and programs). City Code Compliance indicated that we should try to consider other options for signs because they are not currently within code. Stephen is going to do some checking into additional kiosks, costs, and further options.

Meeting suspended at 8:53 p.m. to go into Executive Session.

Meeting resumed at 9:41 p.m.

- Decision on ACC Appeal (Account 131122570) for alternative landscaping - **Susan moved to grant the ACC Appeal (Account 131122570) for alternative landscaping with conditions to be communicated.** Kelly seconded. None opposed. Motion granted. This motion was made and granted following reconvening of meeting after Executive Session this evening.
- Decision on ACC Appeal (Account 131104660) for driveway to the side yard - **Susan moved to allow the homeowner to attempt to cover the stone pathways to the side yard (Account 131104660) with sod to make them virtually unnoticeable and attractive, with the side yard level from the sidewalk to the driveway.** Stephen seconded. None opposed. Motion granted. This motion was made and granted following reconvening of meeting after Executive Session this evening.

Adjourn - Meeting adjourned at 10:00 p.m. (approximately). Next Board Meeting is scheduled for July 15, 2019.

Yard of the Month Program

May Winners

Phase I-5325 Fort Concho Drive

The Knoll-7728 Arcadia Trail

The Hills-7900 Teal Drive

The Glen-4500 Timken Trail

The Preserve-8485 Big Cypress Court

Phase III-5400 Bryce Canyon Court

Windridge-8201 Mount McKinley Road

Vistas at Park Glen-6920 Amberdale Drive

The Meadows-5540 Cedar Breaks Drive

The Bluffs-5104 Birch Grove Lane

Parkview-7700 Guadalupe Court

Vistas of Park Glen-5204 Warm Springs Tr

The Crossing-5121 Creek Bend Drive

Park Glen Neighborhood Association

Management Report May 18, 2019 – June 14, 2019

Administrative

Homeowner Contact:

- 3 resale certificate inquiries.
- 51 regarding violations (this includes violations on their own properties or neighbors)
- 3 inquiries on balances.
- 3 parking on the street inquiry.
- 2 sidewalk repair issues/concerns
- 4 conversations regarding Property Modifications requirements/information.

** Topics of Major Concern

- Homeowner relayed concern over property that was listed on AirBNB.
- Homeowner relayed concern over numerous rats in the neighborhood/on her street.
- Homeowner contacted Management regarding injury he sustained when he slipped on sidewalk and fell on another homeowner's metal edging.

Returned Mail since May 18th

3 items were returned.

- 1 was sent to forwarding address supplied by USPS.
- 2 cannot be resent as there is no new information.

Change of Ownership

5 Properties had a change of ownership from 5/18/19 to 6/14/19.

Upcoming Notices

Insurance Policies expire on 6/25/19. Management solicited proposals from current Insurance Carrier CircaConnect Insurance and Scarbrough, Medlin & Associates, both proposals have been forwarded to the Board for their review.

Homeowner Payments Received between May 18, 2019 to June 14, 2019

54 accounts had payments applied for a total of \$10,265.36

Breakdown as follows:

Due to NMI – Collect ltr/Pymt Plans/Admin	\$1,770.60
Prepaid Owner Assessments	\$ 331.86
Assessments	\$1,989.64
Late Fee	\$ 503.10
Fines	\$ 34.44
Interest on Assessments (Delinq)	\$ 104.81
Legal Fees Billed Back	\$5,530.91

Park Glen Neighborhood Association

Management Report May 18, 2019 – June 14, 2019

ACC APPLICATIONS (5-18-19 through 6-14-19):

36 ACC applications have been received from owners since the May Board Meeting.

- 24 applications were approved for:
 - Roof Replacement
 - Exterior Painting
 - Landscape Changes
 - Window Replacement
 - Patio Cover
 - Solar Panel installations
 - Driveway replacement

- 10 applications were approved conditionally
 - Fence installation/replacement/stain
 - Patio Cover
 - Tree Removal

- 0 applications were denied

- 2 applications are pending

COMPLIANCE SUMMARY:

329 Open Violations:

- 5 Architectural
- 11 Basketball Hoops on Curb
- 12 Fence Repair Needed
- 2 Holiday Lighting/Decorations
- 3 Repaint Trim
- 2 Garage Door Paint/Dents
- 7 Unauthorized Signs (commercial business signs)
- 4 Storage
- 164 Landscaping (mow, weeds in beds, trim shrubs, trees, tree stumps, sod needed)
- 45 Unsightly Appearance
- 60 Trash Cans
- 3 Boats
- 4 Trailers
- 1 Camper
- 1 Parking on the Grass
- 1 Unauthorized use of property
- 4 Unauthorized Storage

Park Glen Neighborhood Association

Management Report May 18, 2019 – June 14, 2019

81 Monitored Violations:

- 6 Architectural
- 3 Basketball Goal
- 5 Fence Repair
- 3 Repaint trim/door/shutters
- 2 Garage Door repair/paint
- 5 unsightly appearance
- 43 landscaping (majority sod & tree stumps)
- 13 trash cans (left on monitor due to comments)
- Unauthorized Storage

64 Violations were closed.

ACCOUNTING:

Please refer to attached preliminary financial reports.

Collections:

As of 6/7/19, below is a summary of legal and non-legal collections. Please refer to attached report from Association attorney.

Legal:

4 Combo – Collections/Deed Restrictions/Pre-Litigation
11 Judicial Foreclosures
15 Collection Pre-Litigation
5 Active Post Judgments
3 Payment Plan – All have paid in full
3 Bankruptcies

Non-Legal:

1 Payment Plans

Park Glen Neighborhood Association, Inc.
Balance Sheet
5/31/2019

	Operating	Reserves	Total
Assets			
<u>Current Assets</u>			
1000 - CAB Operating Checking *4480	\$139,705.66		\$139,705.66
1001 - CAB Operating Money Mkt *9421	\$86,891.94		\$86,891.94
1002 - TCB Reserve Money Mkt *2228		\$115,195.47	\$115,195.47
1003 - Alliance 14 mo. Reserve CD *6016 8/13/19		\$249,521.32	\$249,521.32
1004 - ICS Reserve MM Alliance *845		\$124,868.26	\$124,868.26
1100 - AAB Reserve Money Mkt *2358		\$25.07	\$25.07
1600 - Accounts Receivable	\$126,461.28		\$126,461.28
1605 - Allowance for Doubtful Accts	(\$103,471.45)		(\$103,471.45)
<u>Total Current Assets</u>	<u>\$249,587.43</u>	<u>\$489,610.12</u>	<u>\$739,197.55</u>
Assets Total	\$249,587.43	\$489,610.12	\$739,197.55
Liabilities & Equity			
<u>Current Liabilities</u>			
2001 - Due to Vendors	\$820.00		\$820.00
2003-99 - Due to NMI--Collect Ltr/Pmt Plans/Admin	\$850.00		\$850.00
2050 - Prepaid Owners Assessments	\$11,020.23		\$11,020.23
<u>Total Current Liabilities</u>	<u>\$12,690.23</u>		<u>\$12,690.23</u>
<u>Reserves</u>			
3300 - General Reserves		\$573,164.08	\$573,164.08
<u>Total Reserves</u>		<u>\$573,164.08</u>	<u>\$573,164.08</u>
Retained Earnings	\$84,137.32	\$2.00	\$84,139.32
Net Income	\$152,759.88	(\$83,555.96)	\$69,203.92
Liabilities and Equity Total	\$249,587.43	\$489,610.12	\$739,197.55

Park Glen Neighborhood Association, Inc.
Budget Comparison Report - Operating
5/1/2019 - 5/31/2019

	5/1/2019 - 5/31/2019			10/1/2018 - 5/31/2019			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
<u>Homeowner-Related Income</u>							
4100 - Assessments	\$0.00	\$0.00	\$0.00	\$218,922.00	\$218,922.00	\$0.00	\$218,922.00
4200 - Late Fee	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00	\$0.00
4550 - Interest on Assessments (Delinquent)	(\$14.35)	\$100.00	(\$114.35)	\$2,919.61	\$3,400.00	(\$480.39)	\$3,800.00
<u>Total Homeowner-Related Income</u>	(\$14.35)	\$100.00	(\$114.35)	\$221,866.61	\$222,322.00	(\$455.39)	\$222,722.00
<u>Other Income</u>							
4500 - Interest Income	\$35.57	\$500.00	(\$464.43)	\$319.39	\$4,000.00	(\$3,680.61)	\$6,000.00
4603 - Social Event Income	\$0.00	\$0.00	\$0.00	\$24,900.00	\$24,000.00	\$900.00	\$24,000.00
4604 - Advertising Revenue for Benevolence	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00	\$0.00
4900 - Insurance Settlements (also see 5257)	\$0.00	\$0.00	\$0.00	\$2,861.00	\$0.00	\$2,861.00	\$0.00
<u>Total Other Income</u>	\$35.57	\$500.00	(\$464.43)	\$28,230.39	\$28,000.00	\$230.39	\$30,000.00
Total Income	\$21.22	\$600.00	(\$578.78)	\$250,097.00	\$250,322.00	(\$225.00)	\$252,722.00
Expense							
<u>General & Administrative</u>							
5104 - Administrative	\$0.00	\$100.00	\$100.00	\$5,587.97	\$800.00	(\$4,787.97)	\$1,216.00
5105 - Postage	\$94.48	\$100.00	\$5.52	\$1,056.02	\$2,300.00	\$1,243.98	\$4,208.00
5107 - Social Committee/Community Events	\$2,819.25	\$500.00	(\$2,319.25)	\$16,838.67	\$19,400.00	\$2,561.33	\$22,600.00
5107-02 - Community Programs	\$145.07	\$50.00	(\$95.07)	\$854.53	\$1,050.00	\$195.47	\$1,800.00
5112 - Committee Expense	\$0.00	\$25.00	\$25.00	\$247.40	\$475.00	\$227.60	\$575.00
5113 - Professional Management	\$6,675.00	\$6,675.00	\$0.00	\$53,400.00	\$53,400.00	\$0.00	\$81,168.00
5114 - Storage	\$133.00	\$132.00	(\$1.00)	\$1,250.00	\$1,056.00	(\$194.00)	\$1,584.00
5115 - Website/Portal	\$29.75	\$6.00	(\$23.75)	\$59.50	\$48.00	(\$11.50)	\$72.00
5116 - Association Meetings	\$0.00	\$80.00	\$80.00	\$200.00	\$560.00	\$360.00	\$960.00
5117 - Licenses, Permits & Fees	\$0.00	\$15.00	\$15.00	\$62.26	\$120.00	\$57.74	\$180.00
5118 - Hospitality	\$0.00	\$100.00	\$100.00	\$0.00	\$2,700.00	\$2,700.00	\$3,000.00
5120 - Copies	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$1,000.00
5176 - Legal Fees	\$90.00	\$600.00	\$510.00	\$1,728.46	\$4,800.00	\$3,071.54	\$7,200.00
5180 - Other Professional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
5181 - Audit & Accounting	\$0.00	\$0.00	\$0.00	\$670.00	\$2,400.00	\$1,730.00	\$2,400.00
5184 - Scholarships/Charity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00
5190 - Bad Debt Expense	\$0.00	\$500.00	\$500.00	\$0.00	\$3,000.00	\$3,000.00	\$5,000.00
<u>Total General & Administrative</u>	\$9,986.55	\$8,883.00	(\$1,103.55)	\$81,954.81	\$92,609.00	\$10,654.19	\$151,463.00
<u>Infrastructure & Maintenance</u>							
5470 - Community Maintenance & Repairs	\$0.00	\$1,800.00	\$1,800.00	\$91.31	\$14,400.00	\$14,308.69	\$21,600.00
<u>Total Infrastructure & Maintenance</u>	\$0.00	\$1,800.00	\$1,800.00	\$91.31	\$14,400.00	\$14,308.69	\$21,600.00
<u>Insurance</u>							
5250-01 - Insurance	\$0.00	\$0.00	\$0.00	\$8,456.00	\$8,400.00	(\$56.00)	\$17,400.00
5257 - Insurance Deductible/Claim (see also 4900)	\$0.00	\$0.00	\$0.00	\$4,150.00	\$0.00	(\$4,150.00)	\$0.00
<u>Total Insurance</u>	\$0.00	\$0.00	\$0.00	\$12,606.00	\$8,400.00	(\$4,206.00)	\$17,400.00
<u>Other Expense</u>							
6000 - Reserve Contribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62,259.00

Park Glen Neighborhood Association, Inc.
Budget Comparison Report - Operating
5/1/2019 - 5/31/2019

	5/1/2019 - 5/31/2019			10/1/2018 - 5/31/2019			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Total Other Expense</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62,259.00
<u>Taxes</u>							
5202 - Corporate Income Tax	\$0.00	\$0.00	\$0.00	\$2,685.00	\$0.00	(\$2,685.00)	\$0.00
<u>Total Taxes</u>	\$0.00	\$0.00	\$0.00	\$2,685.00	\$0.00	(\$2,685.00)	\$0.00
Total Expense	\$9,986.55	\$10,683.00	\$696.45	\$97,337.12	\$115,409.00	\$18,071.88	\$252,722.00
Operating Net Income	(\$9,965.33)	(\$10,083.00)	\$117.67	\$152,759.88	\$134,913.00	\$17,846.88	\$0.00
Net Income	(\$9,965.33)	(\$10,083.00)	\$117.67	\$152,759.88	\$134,913.00	\$17,846.88	\$0.00

Park Glen Neighborhood Association, Inc.
Budget Comparison Report - Reserves
5/1/2019 - 5/31/2019

	5/1/2019 - 5/31/2019			10/1/2018 - 5/31/2019			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
Income							
<u>Other Income</u>							
4500 - Interest Income	\$611.12	\$0.00	\$611.12	\$4,995.71	\$0.00	\$4,995.71	\$0.00
<u>Total Other Income</u>	\$611.12	\$0.00	\$611.12	\$4,995.71	\$0.00	\$4,995.71	\$0.00
Total Income	\$611.12	\$0.00	\$611.12	\$4,995.71	\$0.00	\$4,995.71	\$0.00
Expense							
<u>Infrastructure & Maintenance</u>							
5478 - Sidewalk Repair & Root Mitigation	\$0.00	\$0.00	\$0.00	\$88,551.67	\$0.00	(\$88,551.67)	\$0.00
<u>Total Infrastructure & Maintenance</u>	\$0.00	\$0.00	\$0.00	\$88,551.67	\$0.00	(\$88,551.67)	\$0.00
Total Expense	\$0.00	\$0.00	\$0.00	\$88,551.67	\$0.00	(\$88,551.67)	\$0.00
Operating Net Income	\$611.12	\$0.00	\$611.12	(\$83,555.96)	\$0.00	(\$83,555.96)	\$0.00
Net Income	\$611.12	\$0.00	\$611.12	(\$83,555.96)	\$0.00	(\$83,555.96)	\$0.00

Accounts Receivable Recap	10/10/16	11/14/16	2/20/17	5/15/17	7/17/17	9/18/17	10/16/17	1/15/18	2/19/18	5/19/18	7/10/18	9/17/18	10/15/18	1/21/19	2/18/19	3/15/19	5/17/19	6/14/19	vs last mtg
Number of Accounts owing \$2,000 or more	23	23	22	23	22	21	27	23	21	21	22	19	19	19	28	26	23	21	-2
Accounts owing between \$1,000 and \$1,999	60	59	59	52	51	49	45	44	40	32	24	30	28	25	13	11	8	11	3
Accounts owing between \$500 and \$999	35	35	45	39	30	37	35	33	34	33	38	24	24	25	26	25	20	18	-2
Accounts owing over \$127 to \$499. Most of these now owe for this year plus some or all from last year)	118	102	56	37	28	13	55	45	39	26	23	25	76	47	43	38	43	45	2
Accts owing between \$66 and \$127. Most of these were current before the last assessment	786	302	92	44	39	37	423	148	94	62	60	52	0	146	103	89	67	63	-4
Accounts owing less than \$66. Most of these paid their latest assessment but have some small old items or new late fees (e.g. they paid their latest assessment after late fees were billed)	26	133	61	41	28	22	12	68	11	9	8	11	11	123	134	124	83	70	-13
Total # of Past Due Accts:	1,048	654	335	236	198	179	597	361	239	183	175	161	158	385	347	313	244	228	-16
% of 3,318 Homeowners:	31.6%	19.7%	10.1%	7.1%	6.0%	5.4%	18.0%	10.9%	7.2%	5.5%	5.3%	4.9%	4.7%	11.6%	10.5%	9.4%	7.4%	6.9%	
Total Past Due \$ Owed:	\$248,730	\$219,739	\$205,301	\$184,070	\$171,468	\$165,490	\$199,027	\$182,867	\$167,542	\$157,298	\$152,404	\$140,085	\$141,638	\$151,708	\$163,364	\$154,363	\$134,398	\$129,371	-\$5,026

Accounts Receivable Monthly Tracking

2015 Bill Date Mid- Sep, Due Date 11/1	Total # of Past Due Accts:	% of 3,318 Home- owners	Total Past Due \$ Owed	2016 Bill Date Late Aug, Due Date 10/1	Total # of Past Due Accts:	% of 3,318 Home- owners	Total Past Due \$ Owed	2017 Bill Date Late Aug, Due Date 10/1	Total # of Past Due Accts:	% of 3,317 Home- owners	Total Past Due \$ Owed	2018 Bill Date Early Sep, Due Date 11/1	Total # of Past Due Accts	% of 3,317 Home- owners	Total Past Due \$ Owed
11/20/15	910	27.4%	246,947	10/10/16	1048	31.6%	248,730	10/16/17	597	18.0%	199,027	11/30/18	746	22.5%	176,222
12/29/15	742	22.4%	231,575	12/12/16	552	16.6%	210,093	12/4/17	405	12.2%	177,084	1/21/19	385	11.6%	151,708
1/7/16	666	20.1%	222,020	1/16/17	466	14.0%	211,931	1/15/18	361	10.9%	182,867	2/18/19	347	10.5%	163,364
2/4/16	550	16.6%	209,517	2/20/17	335	10.1%	205,301	2/19/18	239	7.2%	167,542	3/15/19	313	9.4%	154,363
3/3/16	451	13.6%	202,626	3/20/17	290	8.7%	189,821	3/19/18	209	6.3%	157,253	4/9/19	268	8.1%	142,781
4/7/16	392	11.8%	198,921	4/17/17	258	7.8%	185,533	4/19/18	191	5.8%	156,408	5/17/19	244	7.4%	134,398
5/5/16	356	10.7%	194,522	5/15/17	236	7.1%	184,070	5/19/18	183	5.5%	157,298	6/14/19	228	6.9%	129,371
6/2/16	335	10.1%	193,512	6/19/17	215	6.5%	172,869	6/30/18	176	5.3%	153,646				
7/27/16	285	8.6%	188,910	7/17/17	198	6.0%	171,468	7/10/18	175	5.3%	152,404				
8/22/16	267	8.0%	188,257	8/22/17	184	5.5%	167,036	8/20/18	164	4.9%	142,996				
9/12/16	261	7.9%	186,625	9/18/17	179	5.4%	165,490	9/17/18	161	4.9%	140,085				

PGNA Insurance Tracking

Liability & Property Package

	<u>06/25/15</u>	<u>06/25/16</u>	<u>06/25/17</u>	<u>06/25/18</u>	<u>06/25/19</u>	<u>06/25/19</u>
Effective:						
Premiums:	\$6,814	\$6,818	\$6,822	\$6,867	\$7,932	\$8,386
Provider:	New Hampshire	New Hampshire	New Hampshire	New Hampshire	Amtrust Scarborough Medlin & Associates	ACE
Broker:	CCIS	CCIS	CCIS	CCIS		CCIS

paying \$6,617.00 8/9/18

OPTIONS

Liability & Property Umbrella Policy

	<u>06/25/15</u>	<u>06/25/16</u>	<u>06/25/17</u>	<u>06/25/18</u>	<u>06/25/19</u>	<u>06/25/19</u>
Effective:						
Premiums:	\$808	\$808	\$808	\$900	\$900	\$918
Provider:	Torus	Torus	National StarStone	National Surety	National Surety Corp	National Surety Corp
Broker:	CCIS	CCIS	CCIS	CCIS	Scarborough Medlin & Associates	Scarborough Medlin & Associates

paying \$847.00 8/9/18 for umbrella through 5/25 and \$18 "extension" through 6/25/19.

OPTIONS

Auto

	<u>06/25/18</u>	<u>06/25/19</u>	<u>06/25/19</u>
Effective:			
Premiums:	250	Included in Above	Included in Above
Provider	New Hampshire		
Broker	CCIS		

OPTIONS

Theft / Crime / Embezzlement

	<u>07/22/16</u>	<u>07/22/17</u>	<u>07/22/18</u>	<u>07/22/19</u>	<u>07/22/19</u>
Effective:					
Premiums:	\$588	\$572	\$537	Included in Above	\$505
Provider	Continental Casualty	Continental Casualty	Continental Casualty		Continental Casualty
Broker	CCIS	CCIS	CCIS		CCIS

Totals \$8,554 \$8,832 \$9,809

OPTIONS

Directors & Officers Coverage

	<u>10/01/15</u>	<u>10/01/16</u>	<u>10/01/17</u>	<u>10/01/18</u>
Effective:				
Premiums:	\$5,682	\$7,951	\$8,236	\$8,355
Provider	Ian H Graham / Continental Casualty	Ian H Graham / Continental Casualty	Ian H Graham / Continental Casualty	Ian H Graham / Continental Casualty
Broker	Lisa Nickels	Lisa Nickels	Lisa Nickels	Lisa Nickels

Park Glen Neighborhood Association

2019 Election Guidelines

Election Timeline

- By June 20 – Mailing to all homeowners notifying of the annual meeting, the opportunity and procedures for homeowners to file as candidates, and an overview of the voting process. The mailing may also contain other topics, as the Board desires.
- By June 20 – Communicate the election, candidate filing opportunity, and guidelines via the ParkGlen.org website, e-mail messages sent to our e-blast list, and Facebook posts. Repeat between June 28-July 8 and again between July 12-18.
- By June 20 – Candidate filing period opens. Post candidates & candidate statements on website as they come in and candidate eligibility is verified.
- July 22 – Candidate filing period closes. All filings must be received by the end of the day on this date, regardless of the sending method.
- By July 26 - send candidate names and statements to Election-America, each candidate, the existing Board members, and the ParkGlen.org webmaster.
- By August 3 – Election-America prepares candidate information sheets, ballots, information letters, & voting website.
- By August 6 – Election-America mails letter, mail-in ballot, & candidate information sheet to each homeowner.
- When Election-America mails voting information - Advance Voting period opens.
- September 9 at noon - Advance voting period ends.
- September 9 (Monday) - Annual Meeting; in-person voting; results made known (assuming quorum). Three \$50 gift cards will be purchased by the Association and given away as door prizes at the annual meeting. Only homeowners present at the meeting who have voted either in advance or at the meeting will be eligible for the random drawing. One entry per Park Glen property.

Election Coordinator

The Association's contracted community manager will serve as the "Election Coordinator" for 2019 and will:

- ensure that the process is kept free from reliance on or inappropriate involvement by biased parties,
- ensure Homeowner confidence in the process,
- maintain competence and completeness of the process,
- provide direction on all matters that do not rise to the level of requiring Board action.

The Election Coordinator may utilize other trusted parties in coordinating the election. Any expenditures or financial commitments must be authorized by the Board in advance.

Candidate Filing Process

The Election Coordinator will collect candidate filings, verify homeowner status, communicate receipt of filings to filers, and provide candidate information to the community's webmaster and to Election-America.

The candidate filing form and relevant filing guidelines will appear on the Park Glen website by June 20. The form will contain these questions:

1. Name
2. Position Being Sought
3. Candidate Statement – this statement (up to 75 words) will be provided to Park Glen Neighborhood Association homeowners, so feel free to include anything that you want voting members to know. If your statement includes more than 75 words, only the first 75 will be

used. The statement will not be edited or proofed in any way, other than to eliminate any off-color or non-family-friendly content.

4. Address of Park Glen Home of which you are an owner
5. E-mail address
6. Phone number

The information from questions 4, 5, and 6 will be used only by the Election Coordinator. The information from 1, 2, and 3 will be published on the website and provided to all members before advance voting.

Ideally, candidates will be able to file by as many of these methods as the Election Coordinator can support: mail, in-person, fax, or e-mail. All filings (even mailed filings) must be received by the Election Coordinator by the end of the last day of the filing period.

The guiding principle will be to have an open, inclusive, fair election, so the Election Coordinator will have the responsibility of working with potential candidates to ensure their inclusion if they desire to run and are Park Glen homeowners.

Upon receipt of a candidate filing, the Election Coordinator will:

- verify that the applicant is personally listed as a Park Glen homeowner on Tarrant Appraisal District records or has otherwise proven ownership of a Park Glen home to the satisfaction of the Election Coordinator,
- confirm acceptance of the filing to the candidate by e-mail within 48 hours of receipt or by July 23, whichever is earlier, including the actual typed "candidate statement" that the Election Coordinator intends to submit for publication and use in the election (to give the candidate an opportunity to correct anything).
- Relay the candidate's name, position being sought, and candidate statement to the ParkGlen.org webmaster within 48 hours of receipt or by July 23, whichever is earlier, so that the candidate's information can be promptly added to the website.

After the close of the candidate filing period, no changes may be made to the filed information or candidate statement, and all filed candidates must remain on the ballot, even if a candidate wishes to withdraw from the race, chooses to not serve if elected, is no longer able to take office, or is no longer eligible to take office. The scenario of a candidate being elected and unwilling, unable, or ineligible to serve will be resolved according to the vacancy provisions of the bylaws.

The Coordinator will create a single document that lists all of the candidates, positions being sought, and filing statements. Candidates will be listed on all documents, ballots, and forms by the position being sought, then in the order that filings were received. Within four days after the filing period ends, the Coordinator will submit the complete document to Election-America, each candidate, the existing Board members, and the ParkGlen.org webmaster. Election-America will use the information to prepare the candidate information sheet to be sent to all homeowners. The ParkGlen.org webmaster will use the information to verify and add to the candidate information already posted on the website.

Before Advance Voting Starts

Before the start of the advance voting period, Election-America is to send voting information to exactly 3,317 homeowners of record, using an owner address list from the Association's management company and provided to Election-America by the date that they have specified to need that file.

The mailing from Election-America to each homeowner will be in a white envelope with the words "PARK GLEN NEIGHBORHOOD ASSOCIATION" and the words "Ballot Enclosed" across the front in red. The envelope will contain:

- An explanation of the election and the voting process, including
 - Instructions and individual access code for online voting via Election-America's website.
 - An explanation of the option and procedure for each homeowner to request from Election-America a personalized proxy form that a homeowner may fill out and send to Election-America to designate another homeowner to vote on the homeowner's behalf in person at the September 9 annual meeting.
- A candidate information sheet that shows the name, office being sought, and candidate statement of each candidate who filed.
- Instructions and individual access code for online voting via Election-America's website.
- A personalized paper "absentee" ballot that a homeowner may fill out and send to Election-America.
- A preprinted return envelope (but not postage-paid).
- An explanation of the option and procedure for each homeowner to request from Election-America a personalized proxy form that a homeowner may fill out and send to Election-America to designate another homeowner to vote on the homeowner's behalf in person at the September 9 annual meeting.

At the time that the envelopes are mailed, the Election-America website should be ready to accommodate online voting, including the display of candidate names and filing statements submitted by the candidates.

Content of Ballots and Forms

Online ballots, paper ballots, and proxy forms will all have the opportunity to vote "for quorum on the Board election only," without voting for particular candidates (as allowed by Texas Property Code 209.00592-b-1).

Online ballots, paper ballots, and proxy forms will have a write-in blank for each of the seven positions.

Paper ballots or proxy forms submitted by members must be signed (per Texas Property Code 209.0058).

Online and absentee ballots will have this notice (required by Texas Property Code 209.00592-c-3): "By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail."

Since common sense and Texas law (Property Code 209.00592-b-1 and -3) clearly indicate that advance votes may be counted on matters only if the exact text of the measure appeared on the advance ballot, the following notice is to be added to online and absentee ballots: "Even if the required quorum of members is met for the Board election (represented by advance voting before the September 9 annual meeting and in-person voting at the September 9 annual meeting), it is highly

possible that a quorum will not be represented for any other issue that might come before the membership at the annual meeting.”

Proxy forms will not be preprinted with the name or title of any specific person or officer as a default, possible, or suggested proxyholder. Homeowners filling out a proxy form must write in the name of the desired proxyholder.

Proxy forms will allow a homeowner to:

- direct the specific candidates to be voted for by the proxyholder,
- write in the names of specific people to be voted for by the proxyholder, or
- designate that the proxyholder may select the candidates to be voted for.

Advance Voting / Proxies

A homeowner may:

- Vote in advance online using the access code provided by Election-America,
- Vote in advance by returning to Election-America the absentee ballot provided by Election-America,
- Designate another Park Glen homeowner as his or her proxy (to cast a vote on his or her behalf in person at the September 9 annual meeting) by requesting a personalized proxy form from Election-America, filling out the paper “proxy form” and returning it to Election-America. Just before the annual meeting, Election-America will provide this proxy information to the Election Coordinator. The proxyholder must attend the annual meeting, receive the original voter’s credentials from the Election Coordinator, and cast a vote in the same manner as every other in-person voter.

Any homeowner who has a question about the voting process or needs help in voting should call Election-America at 866-384-9978. Inquiries to Election-America must allow sufficient time for the appropriate information, forms, access, or resolution to be provided. If insufficient time remains to meet a request or supply information, the only remedy to the homeowner will be to vote in person at the September 9 annual meeting.

On a regular basis throughout advance voting, Election-America will communicate to the Election Coordinator the number of votes cast and proxies submitted so far. This information will be posted on the Park Glen website and relayed by the Election Coordinator to candidates, existing members of the Board, and the ParkGlen.org webmaster.

In-Person Voting

In-person voting on September 9 will be conducted under the direction of the Election Coordinator, who may recruit and utilize other trusted volunteers.

Computers and/or tablets with Internet access will be available for homeowners to cast votes in person. Paper ballots, as similar as possible to the “absentee ballot” sent out by Election-America, will also be available as a backup to online voting. Copies of candidate filing statements will also be available at the meeting. Paper ballots submitted by members must be signed (per Texas Property Code 209.0058).

If a homeowner voted in advance and wishes to vote in person at the annual meeting, Election-America and the Election Coordinator must ensure that only the in-person vote counts (per Texas

Property Code 209.00592-b-2, "*any vote cast at a meeting by a property owner supersedes any vote submitted by absentee or electronic ballot previously submitted*").

If a person who is not on Election-America's list of eligible voters wishes to vote in person, the Election Coordinator must be sufficiently satisfied that the person is a Park Glen homeowner before allowing the person to vote.

Assuming quorum is met, the Election Coordinator and Election-America will work together to ensure that complete vote results are provided at the annual meeting very quickly after voting is over.

If Quorum is not Met

Quorum is 10% of Association members voting by any authorized method. If quorum is not met at the initial annual meeting or any reconvened meeting:

- No voting results are to be made known.
- The meeting will be recessed and voting will be extended.
- The meeting is to be reconvened at a convenient location set by the Association President and a convenient time and date between 5 and 14 days later set by the Election Coordinator. The time and place of the reconvened meeting is to be announced before the meeting is recessed.
- The list of candidates will not change.
- Votes already cast will count (unless a voter replaces his or her vote in an allowable way).
- A non-personalized proxy form (as similar as possible to the proxy form sent out by Election-America) will be quickly made available on the Park Glen website and may be mass-produced for solicitation and collection by any Park Glen homeowner, to be voted in person by proxyholders at subsequent reconvened meetings until quorum is met.

Other Guidelines

If a home has a different owner after the owner address file is prepared for Election-America, the new owner may vote by:

- obtaining the voting information from the previous owner
- voting in person at the September 9 annual meeting.

Three \$50 gift cards will be purchased by the Association and given away as door prizes at the September 9 annual meeting. Only homeowners present at the meeting who have voted either in advance or at the meeting will be eligible for the random drawing. One entry per Park Glen property.

The elected President, Vice President, and Secretary will be the candidate in each of those races receiving the greatest number of votes. The elected Directors will be the four candidates receiving the greatest number of votes among all candidates running for Director. This is according to Section 7.6 of the Association Bylaws.

If a Board is not elected on September 9 (e.g. lack of quorum or meeting postponed), the existing Board will continue, but action between September 9 and the date a Board has been appropriately elected is to be limited to that necessary to perpetuate the Association and to resolve emergency situations, with all action taken subject to review and/or reversal by the Board that is eventually elected.

2019 Election Options

YesElections (formerly Election-America)

\$6,139 5/10/19-I asked Ken for a quote for the same service as last year.

He asked for a phone call to talk about the one negative that I mentioned to him.

I replied, downplayed the negative, and asked him to suggest a time for 5/15 or just call.

He set up a time of 10am on 5/15.

\$4,639 was the 2018 cost plus \$1,353 for postage = \$5,992

same quote for 2019; projecting \$6138.90 to ensure we have enough allocated for postage.

SimplyVoting.com

\$7,841 Matthew David called me 5/10/2019

said they could do everything we need, similar to EA
mailing, support, in-person voting.

in Canada, so I think there would be an inherent delay in their processing mailed ballots.

Quote by the end of next week (by 5/17, which seems like a really long time)

Cost is \$1095 for 3,300 voters plus \$800 for "fully managed" plus \$1500 for direct voter support plus \$1.25 per mailed letter plus \$1.75 per ballot received (\$300 minimum) = \$7841.25

Direct support to members during business hours of 9a-5p Eastern

Their description of what constitutes a "fully managed election" (versus a lesser service level) is really incomplete.

BigPulse.com

\$5,348 5/9/2019

Sent me a link to do a test vote and a message with brochures and saying that they could handle all of our requirements.

Invited me to look everything over, do the test vote, and arrange a call to answer any of my questions before they prepare a quote.

like some others, they are so obsessed with the style of voting that they disregard telling about the process and what they will do, which is much more important.

I give them the benefit of the doubt for being able to put a ballot online, but they stress and obsess about security protocols and so forth.

Their sample voting page looks fine.

Website shows a price of at least \$1660 for our number of voters, but I think that is a self-managed election.

Nothing in the information on their website or the e-mails mention mailed ballots.

Dom said they could do the mailing and process incoming (mailed) ballots.

They don't provide direct support for voters, so we would need someone to be the go-between and provide support.

5/14-I summed up our requirements, asked several questions, and asked for a quote. He said he would get that to me by the end of this week (by 5/17).

Would BigPulse receive communication from members and provide support, voting, help, and lost credentials directly to members? - No

Price is \$5,348, made up of \$1,660 base license fee, \$500 management fee, and \$3,188 for mailout (including postage).
But this is without direct individual support to members.

Association Vote (Association.vote)

\$6,070 5/14/19-I submitted a request on their site, but no place to enter any information about us. I want answers and a price, not a demo.
They are a printing company that (recently?) started doing voting. Website is seriously short of information, so I don't know what to expect and am wary.
No phone number or e-mail address on the site. The only contact opportunity is a form to "request a demo."
"Association Vote is an online voting platform for communities that have approved online voting as an acceptable alternative to paper ballots."
Costs on the site were inversed: Mailing and e-mailing combined was the cheapest per voter at 39¢ per voter. "You mail" was 49¢ per voter (but apparently not avail yet), and e-mail only was 59¢ (also not avail yet).
39¢ per voter is for: "Upload your homeowner list, including mailing addresses, and Association Vote will generate and mail a unique registration code to each homeowner via postcard or letter. Email delivery is included at no extra cost."
5/16/19 - They e-mailed me back; offered me an online meeting to introduce the product; I set up for 5/17 afternoon.
Jared Toro did not know what product I was calling about; I had to explain it to him.
I described our needs; Jared said that what I said describes PageperPage to a "T"
He then proceeded to show me (in the online meeting) how to set up an election (which is pretty irrelevant to me).
He's now offering me cost-saving options that don't include what I just told him, even though I didn't indicate that at all.

Can interface directly with Caliber "once the API is set up" (whatever that is). I don't care about that; we'd just send them a CSV or Excel file.
They offer various message options for the envelope mailed to members.
Account number can be 10 letters and numbers (can be longer, if we want)
Vote for quorum only? No He understood what I said and said they need to figure that out.
Their system auto creates a "voting code" (password) for each member on that list.
I like that it was not necessary to create an account.
He doesn't seem to know or care about our specific requirements.
He said that I have brought up several things that they just haven't thought of.
I have no problem setting up the entire online ballot, member list, etc. Plus the exact content of the paper ballot, candidate statements, etc. for the mailing.
We would want just one return envelope. Anything more is too confusing.
Texas law states that paper ballots must be signed.
How long have they been doing this online voting thing? At least 5 years. Has gone through a number of changes (mostly aesthetic facelifts).
He told me earlier that they are on version 1, about to release v2.

I described the exact mailing that we would want. He called that a "custom mailing." He said he could get me a ballpark. \$.35 for the "address sheet" (letter) plus \$.13 times 2. They always use double window envelopes, so a colored envelope would not be cost-effective.

Ballpark for the printing piece is \$.35 for basic envelope, address sheet, and return envelope + .13 x 2 + \$.10 for 6x9 + \$.25 for the line of color ink on the envelope = \$.96 each

+ \$.48 for postage + \$.39 for online voting. Total would be 3,317 x \$1.83 = \$6070.

This is higher than E-A's price last year WITHOUT any support or handling mailed-in ballots.

Would they provide direct individual support to our members who are trying to vote? He said members would call the mgmt company who could then call them. They don't have direct support today, but he can check on that option.

Who would get the mailed ballots? He confirmed that they don't, but he understands why I want it, and he can check on it.

I asked him to give me definite answers to the two support questions above, and then we can talk about a custom price for the printing.

I think their printing price will have to be much lower and their support and ballot processing very competitive for this to work out.

Our HOA has 3,300 homes and needs to have online voting in advance of our September annual meeting. We have e-mail addresses for fewer than half of Our goal is to have a system and process that makes it highly convenient to vote but independent so that no party with a vested interest in the outcome of We are looking for a solution that would include a mailing to each member since we have fewer than half of the membership's e-mail addresses. The mailing If an owner wants to mail in a ballot (included with the letter), would he or she mail it to you? Would you enter the vote into the system?

POSSIBLE BUT SEEMS UNLIKELY

ElectionBuddy.com - likely to be quite expensive with any type of mailing, which I think we must have. Uncertain if they can receive mailed-in ballots.

\$9,294 5/11/2019

Dave e-mailed me. It looks like they can do everything for us.

He did not give me a phone number or any hint of a geographic address. Website is the same. They appear to be in Canada. They are in Edmonton, Canada.

supports both mailed ballots or a hybrid election, where voters can vote online or by mail. Interesting that he doesn't mention "online only" as an option, which is clearly their default, but not helpful to us.

We or they can print and mail ballots. They charge \$2.29 per letter, which would be \$7,596. Ridiculous.

They suggest sending an e-mail notice first and then sending mailed notices only to those who haven't voted.

This is not helpful to us at all, given the small % of people who vote early and that I told him that we have e-mail addresses for fewer than half of our members.

They recommend sending just a postcard (\$.89 each = \$2952) with the code and instructions on how to receive a paper ballot.

But this shows that they don't understand our requirements, which said that 25% of people voted by mail, and we needed the process to be very convenient.

They mention a secure voting key whereby a voter can vote only once.

They stated that results reports will not show individual voter choices. I'm glad that they get the need for anonymity.

"One-click voting." I assume this means no registration necessary.

He gave no indication of cost, other than the cost of each mailed postcard or letter.

Website shows \$599 for up to 5,000 eligible voters for a "Do It Yourself" election.

Email and phone support with the Association's point of contact is included with our "Dedicated Assistance" service.

"Fully Managed" includes direct interaction/support with voters/members.

So I need to figure out if and how we could do the mailing, and we need the price for them to do that and provide a "fully managed" election. I think it will be cost-prohibitive compared to E-A, especially on the postage and handling side. Maybe it could work if we could pay NMI \$1 per letter and ElectionBuddy around \$2,000 Or if EB comes way off of their standard \$2.29 per letter.

Neither Dave nor the website mention how mailed-in ballots would be handled. He did not answer after I listed that question in an e-mail. I asked again, and he said that they would ask EB for paper ballots. Voters would mail them to EB or to us for us to Fed Ex them to EB. I don't think he has a good plan for that and for their being in Canada (higher postage)

I e-mailed him back to ask the key questions. He called back right away (from 780-907-6333) and again pushed the postcard idea as a much cheaper alternative.

I told him to quote me on what he thinks, and I'll compare. He doesn't realize that even his postcard price probably prices him out of contention, when combined with the other fees.

Cost is \$1,099+\$599+postage at \$2.29 per letter (or \$.89 per postcard, which does not get candidate statements or ballots to members). That's \$9,294 or \$4,650.

And he still doesn't understand that postcards are not a practical option. He still suggested that we e-mail first then mail postcards to those who don't vote in the first two weeks.

REJECTED

VoteHOANow.com-they do not do mailings, accept mailed-in ballots, or provide individual voter support, which makes their price very expensive.

5/10/19 - e-mail from Cathi Sleight

They do only HOA voting.

Is in Oregon.

looks like they will create logins/passwords for everyone but don't do mailing.

How would mailings be done? Is it practical for us to send 3,317 letters, each with a unique login/password, since they don't do that?

They say they offer full-service vote setup and management, not just a portal.

Despite what they said, they really do seem to be just a portal with extra communication to the single point of contact.

They stress talking to the single point of contact and do not mention talking to voters.

In their list of "what's included," they do not list "answer questions from members/voters" and "receive and input mailed/paper ballots."

Their presentation says that entering paper ballots into system is available. Does that mean they accept and process mailed ballots? NO, the single point of contact must enter all of them.

Clearly, all of the code distribution and member/voter support would shift to someone here (either NMI or a volunteer), which is not acceptable.

They clearly intend to send the registration code list to us, which shows that they don't grasp one main element of HOA vote issues. Not really okay for us to have that information.

Their logic is probably that the single point of contact would be a trusted and impartial manager, but it is not always that way. Sometimes managers have more interest in elections than the candidates.

Unless the election is designated "secret," the single point of contact gets the detail of each member's vote, which is ridiculous. Looks like they require each owner to create an account.

They provide results only during business hours, which end at 7pm Central Time. So I suppose that would probably work.

I project around \$1900 (\$1607 for first vote in a year, \$50 per e-blast, additional fees for additional services)

Clearly, all of the code distribution and member/voter support would shift to someone here (either NMI or a volunteer), which is not acceptable.

NMI 5/9/2019

I asked Christina to tell me what NMI could do regarding vote tabulation.

We e-mailed back and forth, then she said that she would find out. She sent links to online voting platforms LUMI and VOTEHOANOW.

www.surveyandballotsystems.com

5/10/2019 - I received a phone call, and I explained much of our needs in some detail.

They are in Minnesota.

can provide hybrid online and paper

login and password will be provided

broadcast e-mail address with an automatic login link.

website custom for us.

paper ballots can be mailed to full membership

she said they can do everything we want

she will send me a quote.

No quote received

Balloteer.com - we would have to send the initial mailing with access codes. We would have to receive and enter mailed-in ballots.

This seems impractical, but their cost is low enough that it could possibly work if NMI could do the remainder. But that does take away from the integrity of the election.

5/10/2019

They appear to be in Illinois.

Online voting platform only; no mail, and they cannot process mail-in ballots.

This is just like VoteHOANow except that Balloteer is less expensive and provides direct support to voters (I assume).

They seem very comparable to ElectionBuddy except that there is no option for any mailing.

Sent several options \$80 minimum to \$675 (or maybe \$80 plus \$675) for a "fully managed" election. I need to look further to see what that is.

We would provide the database (including logins and passwords that we would create) for them to import to their system.

They would send the initial e-mail and up to two more reminder e-mails, each with unique voting credentials.

Website says they provide technical support for administrators and voters. I assume this means direct individual support to voters.

Price would be \$675 or \$755 but just for an online portal. No mail service or processing of mailed ballots.

Election America Costs & Quotes

		Online Voting Mgmt	Mailing & Printing	Printing Canddate Statements	Mailed Ballots Upon Request @ \$2.50	Mailed Proxy Forms Upon Request	Personalized Ballot Preparation	Mailed Ballot Tabulating	Fluorescent Orange Envelope	6x9 Envelope Option	Return Envelope	Pre-Postage Total	Postage	Total
2014 Actual	2-sided letter	2,361.12	1,389.28		0.00	0.00						3,750.40	1,400.56	5,150.96
2015 Quote #1 (add Mailed Ballot in every letter, and fluorescent orange envelope	2-sided sheet with letter on one side and ballot on the other, plus 2-sided candidate stmts	2,361.12	1,495.80	150.00			300.00	200.00	200.00			4,706.92	1,450.00	6,156.92
2015 Option to add return envelope											100.00			
2015 Actual	2-sided letter plus 2-sided candidate stmts	2,361.12	1,389.28	150.00	5.00	0.00						3,905.40	1,450.00	5,355.40
2016 Quote	2-sided sheet with letter on one side and ballot on the other, plus 2-sided candidate stmts; return envelope.	2,361.12	1,389.28	150.00	Included	\$2.50 each If Requested	300.00	200.00		100.00	100.00	4,600.40	1,500.00	6,100.40
2016 Statement of Work	2-sided sheet with letter on one side and ballot on the other, plus 2-sided candidate stmts; return envelope.	2,360.52	1,389.88	150.00	Included	\$2.50 each If Requested	300.00	200.00		100.00	100.00	4,600.40	1,500.00	6,100.40
2016 Actual	2-sided sheet with letter on one side and ballot on the other, plus 2-sided candidate stmts; return envelope.	2,360.52	1,389.88	150.00	Included	None were Requested	300.00	200.00		100.00	100.00	4,600.40	1,393.56	5,993.96
2017 Quote	2-sided sheet with letter on one side and ballot on the other, plus 2-sided candidate stmts; return envelope.	2,420.00	1,368.90	150.00	Included	\$2.50 each If Requested	300.00	200.00		100.00	100.00	4,638.90	1,500.00	6,138.90
Actual 2017 Billing		2,420.00	1,368.90	150.00			300.00	200.00		100.00	100.00	4,638.90	1,337.15	5,976.05
2018 Quote	2-sided sheet with letter on one side and ballot on the other, plus 2-sided candidate stmts; return envelope.	2,420.00	1,368.90	150.00	Included	\$2.50 each If Requested	300.00	200.00		100.00	100.00	4,638.90	1,500.00	6,138.90
2018 Billing		2,420.00	1,368.90	150.00			300.00	200.00		100.00	100.00	4,638.90	1,353.34	5,992.24
2019 Quote	2-sided sheet with letter on one side and ballot on the other, plus 2-sided candidate stmts; return envelope.	2,420.00	1,368.90	150.00	Included	\$2.50 each If Requested	300.00	200.00		100.00	100.00	4,638.90	1,500.00	6,138.90

2.5% increase in year 4, per contract.
Contract runs through 12/31/18.

Same as 2017
Contract runs through 12/31/18.

ELECTION SERVICES PLANNING SCHEDULE: PAYMENT

Date: June 05 2019

Client: Park Glen Neighborhood Association

Client agrees to pay E-A for its performance of the Election Services as set forth in this Election Services Payment Schedule for Client's Election.

Election Services

Election Management Services: \$2,420.00

Absentee Ballot Set-up: \$300.00

Absentee Ballot Tabulation: \$200.00 (\$1 per return up to a max of \$200)

Print base (design with 6x9 OE and quantity): \$1,718.90

Postage at cost – USPS 1st class mail

Total Cost of Election Services:\$4,638.90

Additional Terms

Personalized Proxy upon request \$2.50 each plus postage (at cost)
Outgoing postage: First class

Payment Schedule

I. \$2,319.45, which is 50% of the Total Cost of Election Services, **plus** postage if applicable, upon acceptance of this Election Services Agreement.

II. \$2,319.45, which is 50% of the Total Cost of Election Services, **plus** all fees and costs incurred with all Election Change Orders due on Client's Tabulation/Results date.

ELECTION SERVICES PLANNING SCHEDULE - STATEMENT OF WORK

Election Details

Election Name	2019 PGNA Board of Directors Election	Total postal delivery	3,317
Voting Method	Paper, Online	Total electronic delivery	3,317, online voting option included in Print Ballot Package mailing.
Election Start	08/06/2019 9:00 AM CT	Election Close	09/09/2019 5:00 PM CT
Elected positions	President; Vice-President; Secretary; Board Directors (select 4)	Total candidates	Up to 20
Resolutions	None	Ballot styles	1
Total races	4	Total Write-ins	7

Election Summary

Election-America will manage the PGNA's Board of Directors election. E-A will send by postal mail an election package to all eligible voters. The package will contain information about the election, the annual meeting, and the two voting method options. The package will identify the election site's URL address, the voter's secure unique voting credentials, and how to access the electronic absentee ballot for the online voting method option. The package will also contain their paper absentee ballot, instructions for completion and return of the paper ballot in the provided CRE #9 for the paper voting method option. The package will also contain the candidates' biographical information and information on how to request their personalized proxy form.

PGNA will provide to E-A its voter file containing the postal mailing address and email address for each of its eligible members. E-A will also send electronic notice and reminders to eligible members having a valid email address.

E-A will setup a secure online voting site. The online voting site can feature the candidates' bios, photos, and PGNA's logo. The eligible voters will be able to login and cast a secure electronic absentee ballot.

E-A will tabulate the returned paper and electronic absentee ballots. We will provide a report to PGNA that identifies all the voters who participated in the election. Additionally, to accommodate the residents who want to vote at the meeting, we can provide PGNA's Election Coordinator with access to our online administrative tool, Election Manager™ so they can provide the voters with their voting credentials. A vote cast in person at the meeting will supersede any vote previously submitted by absentee or electronic ballot. In-person voting at the annual meeting may be done by paper ballot - to be provided, managed and tabulated by PGNA's Election Coordinator. E-A will coordinate with PGNA's Election Coordinator during annual meeting.

Special Considerations

E-A will provide advance voting period election Help Desk services. The communication materials (paper & electronic), and the election site page design will indicate an email and a live Help Desk telephone number specifically for PGNA. The Help Desk coverage shall be live from 9 AM to 5 PM ET during Monday through Friday business (non-holiday) days. After hours shall be by voicemail with next business day response.

Ballot Tracking

Election Manager™	✓	Optimized Delivery/Ballot Tracking	
Email Collection	NA	Report of paper undeliverable mail	NA
Social Media Integration	NA	Report of electronic undeliverable email	NA
Web Bridge™	NA		
Email Notifications	1 email notice + 1 weekly reminder blast (up to 3,317 emails per blast, only to those with valid email address who have not yet voted at time of scheduled reminder blast)		

Ballot Mailing

3,317 quantity: (1) 8.5 x 11, 1/1, 60#, duplex variable, (personalized instructions/Absentee Ballot)

3,317 quantity: (1) 8.5x11 1/1, 60# (Candidate biographical information)

3,317 quantity: 6x9 solid OE 2/0 simplex variable Match mail– white envelope with the words “PARK GLEN NEIGHBORHOOD ASSOCIATION” across the front in red, plus the words “BALLOT Enclosed” in red in the bottom right corner.

3,317 quantity: #9 CRE 1/0

Project Management and Accountability

- Develop a project timeline and task plan that specifies deliverables, commitment dates, and accountability.
- Secure Client concurrence with the planning timeline.

Voter/Member List Services

- Analyze the Client’s member file to confirm counts, to identify possible duplicates, to identify missing or invalid data.
- Create an eligible voter/member registry and secure database from the Client’s eligible list.

Tabulation Services

- Tabulate the votes. The tabulation process begins as scheduled by the Client and Election-America. The tabulation process decrypts (unlocks) the votes while it maintains complete voter anonymity.

Privacy Services

- Ensure that all member data remains private and all ballot secrecy requirements are met.
- Certify that all Client member data is purged from Election-America systems upon completion of the project

Paper Balloting

- Develop a project timeline and task plan that specifies deliverables, commitment dates, and accountability.
- Provide clear, easy to understand, secure paper ballot procedures
- Develop a project timeline and task plan that specifies deliverables, commitment dates, and accountability.

- Client reviews and approves all materials prior to distribution.

Online Voting Services

- Support 24-hour online voting.
- Ensure that each eligible voter casts a single valid vote (one member-one vote).
- Ensure that electronic returns are directed to a secure database in our system and remain encrypted (locked) until the tabulation process begins (unless explicitly required otherwise).

Client Responsibilities

- Provide E-A with a project liaison to ensure timely resolution of any issues.
- Provide a complete and current set of election rules (or other applicable documents).
- Provide a complete list of eligible members.
- Confirm all dates in the timeline for critical deliverables.
- Provide deliverables in requested file formats.
- Provide timely approval for each deliverable.
- If necessary, provide postal forms to enable E-A to mail at the requested USPS rate on the Client's behalf.

ELECTION SERVICES PLANNING SCHEDULE - TIMELINE

2019 Election Timeline

By July 26 - send candidate names and statements to Election-America.

By July 26 - send voter file to Election-America

By July 29 - Election-America prepares drafts of candidate information sheets, ballots, information letters, email notice, & voting website.

By July 30 - PGNA approves print materials

By July 30 - Printer needs data and print material artwork to mail on August 6

By July 30 - PGNA sends final voting site edits

By July 31 - E-A sends final voting site for approval

By August 1 - PGNA approves email notice and voting site

By August 6 - Mail date for the letter, mail-in ballot, & candidate information sheet to each homeowner.

When Election-America mails voting information - Advance Voting period opens.

September 9 at noon - Advance voting period ends.

September 9 evening - In-person voting at the annual meeting. Results known by the end of the meeting.

Change Order

This Change Order, dated as of June 05 2019 modifies Agreement dated July 3, 2014 by and between ELECTION-AMERICA, INC. (hereinafter referred to as "E-A") and Park Glen Neighborhood Association (hereinafter referred to as "Client") pursuant to section 3(D).

Extended Terms

The terms of this Agreement shall be extended and shall continue until December 31, 2021 unless terminated earlier pursuant to Section 6.

IN WITNESS WHEREOF, E-A and Client have caused this Agreement to be executed by their duly authorized representative as of the date set forth below their signatures.

Election America

BY: 

NAME: Christopher Backert

TITLE : CEO

DATE: June 05 2019

Client

BY: _____

NAME: _____

TITLE: _____

DATE: _____

6"x4.25" postcard \$1,274.14 with sales tax

1. CHOOSE THE SIZE OF YOUR POSTCARD



6" X 4.25"



8.5" X 5.5"



10.5" X 5.5"

2. ESTIMATED QUANTITY

3317

3. MAILING LIST TYPE

- CONSUMER RESIDENT
 BUSINESS I'LL PROVIDE THE LIST

4. POSTAGE TYPE

Average delivery time for first class postage is 2-6 days nationwide. If you qualify for nonprofit or saturation postage, please give us a call: (866) 659-8393.

- FIRST CLASS POSTCARD

TURNAROUND TIME:

1 Day Turnaround

PRINT & MAIL COST:

331.70

LIST COST:

0.00

USPS POSTAGE:

928.76

TOTAL PROJECT COST*:

1260.46

TOTAL PER UNIT COST
INCLUDING POSTAGE:

0.38

*Texas residents subject to sales tax

8.5"x5.5" postcard \$1,473.37 with sales tax

1. CHOOSE THE SIZE OF YOUR POSTCARD



6" X 4.25"



8.5" X 5.5"



10.5" X 5.5"

2. ESTIMATED QUANTITY

3317

3. MAILING LIST TYPE

- CONSUMER RESIDENT
 BUSINESS I'LL PROVIDE THE LIST

4. POSTAGE TYPE

Average delivery time for first class postage is 2-6 days nationwide, and 3-14 days nationwide for standard postage. If you qualify for nonprofit or saturation postage, please give us a call: (866) 659-8393.

- FIRST CLASS PRESORT STANDARD PRESORT

TURNAROUND TIME:

1 Day Turnaround

PRINT & MAIL COST:

497.55

LIST COST:

0.00

USPS POSTAGE:

955.30

TOTAL PROJECT COST*:

1452.85

TOTAL PER UNIT COST
INCLUDING POSTAGE:

0.44

*Texas residents subject to sales tax

6"x4.25" postcard faster \$1,927.79 with sales tax

1. CHOOSE THE SIZE OF YOUR POSTCARD



6" X 4.25"



8.5" X 5.5"



10.5" X 5.5"

2. ESTIMATED QUANTITY

3. MAILING LIST TYPE

- CONSUMER RESIDENT
 BUSINESS I'LL PROVIDE THE LIST

4. POSTAGE TYPE

Average delivery time for first class postage is 2-6 days nationwide, and 3-14 days nationwide for standard postage. If you qualify for nonprofit or saturation postage, please give us a call: (866) 659-8393.

- FIRST CLASS PRESORT STANDARD PRESORT

TURNAROUND TIME:

1 Day Turnaround

PRINT & MAIL COST:

497.55

LIST COST:

0.00

USPS POSTAGE:

1409.72

TOTAL PROJECT COST*:

1907.27

TOTAL PER UNIT COST
INCLUDING POSTAGE:

0.57

*Texas residents subject to sales tax

No motion, but discussion of potential provisions of a "Park Glen Tree Program" policy (rules and enforcement guidelines regarding trees) to possibly be proposed and considered in the future. This is motivated by the great number of lots that have trees removed and more that will be removed in the future, in violation of our deed restrictions.

All of Park Glen's deed restriction documents call for a prominent tree in every front yard. I suggest that we settle on and enforce a standard of "at least 1 prominent tree in the main part of the yard" that seems to be in all CCR documents. But there are understandable reasons that an owner might not want a tree at all (cost of installation and maintenance, shade cover hurts grass, risk of damage).

City rules and 16 of our 19 deed restriction documents call for trees in the area between the curb and sidewalk ("street trees" or "parkway trees"). We could set and enforce a standard of 2 trees per street side of each lot (so 4 for corner lots, 2 for non-corner lots). If not possible to unify on a single rule for all sections, a guideline could be adopted with two different rules and the sections to which each rule applies. Or a case could be made for not enforcing street tree rules (thereby not requiring street trees).